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**PARISH COUNCIL MEETING**

**Monday 2nd September 2013**

**at 7.30pm in the Village Hall**

**Minutes**

**Present:** Cllr L Britt, Cllr C Beglan, Cllr N Doré, Cllr R Milner-Gulland, Cllr D Horwood, Cllr D Whyberd, Cllr T Cook,
Cllr R Thomas, Cllr D Horwood

**In Attendance:** Cllr Jim Sanson (HDC), Cllr Arculus (WSCC)

**Members of the public:** Two

**Clerk:** Rebecca Luckin

**13.84.** **Apologies for Absence**

Apologies were received and accepted from Cllr Heeley (holiday), Cllr Jennings (holiday), Cllr Turley (holiday),

Cllr VanDerKlugt (HDC meeting)

**13.85.** **Declarations of Interest from members in any item to be discussed and agree Dispensations**

Declarations of interest were received from Cllr Cook regarding the Tea Room Committee and Cllr Dore regarding the Tea Room and VHMC.

**13.86. Minutes of the last Parish Council meeting**

Following an amendment by Cllr Cook, the minutes of the meeting of the Full Council meeting of 5th August 2013 were agreed as being a correct record and duly signed by the Chairman.

**13.87. Public Participation**

**The meeting was adjourned**
A member of the public had reported a fallen branch in School Lane. *The Clerk has subsequently asked for it to be removed.* There are ongoing problems with excessive cars parked in Sandhill Lane. The Clerk reminded residents that untaxed or badly parked cars could be reported to the Police via Operation Crackdown. Kia Garage continues to use the verge as a display area for their cars. HDC Enforcement has agreed to act under a previous notice that was served.
Cllr Britt will monitor over the next weekend and will report to HDC Enforcement.

Another member of the public was also concerned that the Community Tea Room was still not open for business and that an invoice for shared services had not been paid.

PC Burt was unable to attend and provided a report.

**The meeting was reconvened**

**13.88. Matters Arising from the previous minutes
13.78.3 Defibrillator –** the VHMC give permission for a unit to be placed on the outside of the VH. First Responder, Elizabeth Greenfield will process the order. The clerk will request a second unit for Heath Common to be placed at Pixies Corner as initially agreed. Proposed by Cllr Beglan and seconded by Rick, unanimously agreed provided it comes within the £5000 budget initially set aside for the jubilee path.

The Clerk advised that a WSCC by-election would be held 26th September. A list of candidates has been placed on noticeboards.
Clerk’s Action lists of 5th and 19th August were circulated prior to the meeting.
The Wiston Estate will not be re-erecting the demolished privy at Goodyers Farm, since materials were badly damaged.

**13.89. Planning Applications and discuss Transport issues**

**13.89.1.** Applications

**SDNP/13/03221/FUL** - Highden House London Road Washington - Create concrete base and erection of 5 stables. Plans circulated prior to the meeting. Councillors had no strong objections other than to ensure that access is suitable and that the stables would be for private and not business use. *The Clerk has made response to HDC.***DC/13/1521** - Rock Business Park The Hollow Washington - Approval of Reserved Matters following Outline permission DC/12/0988 (Refurbishment of one existing building (Block A), redevelopment of an existing building (Block B), demolition of remaining former poultry rearing buildings and the erection of 5 new buildings all for B1 (Business) and/or B8 (Storage or Distribution) uses (Blocks C to G) with associated parking and landscaping) relating to the scale and appearance of Blocks A and B and landscaping. Plans were circulated prior to the meeting. Cllr Britt was concerned regarding the units and proposed building materials that were out of character and not sympathetic to the setting. *The Clerk has made response to HDC.*
**DC/13/1537** – Ferndene, Bracken Close - Detached annexe. Plans circulated prior to the meeting. Councillors agreed that it was alarge plot and if there is no impingement on neighbouring properties, no overlooking issues, and if the height was not above the existing eaves there would be no objection. *The Clerk has made response to HDC.*

**DC/13/1513** - 17 Spring Gardens Washington - Proposed single storey rear extension and garage to side both for disabled applicant use. Plans circulated prior to the meeting. Cllr Britt had made a site visit and noted that it is at the far end of Spring Gardens on a small garden with several levels. There were no overlooking issues, since the neighbour’s house is higher. An old conservatory will be replaced with a wet room etc. The bulk is extensive but the neighbours are expected to send in letters of support. The accommodation will allow the owner to remain in his property. Councillors discussed the impact upon neighbours and agreed that if there is no objection from neighbours, they would respond with no objection. *The Clerk has made response to HDC.*
**DC/13/1505** – 4 Gorsebank Close – Proposed timber framed Granny Annexe attached to services. Plans circulated prior to meeting. The owner advised that replanting would take place following completion of development. Councillors had made a site visit and were concerned that it represented possible informal infill and was not in keeping with the neighbourhood. It would create a new dwelling within the garden area. ‘Mobile’ refers to the fact that in will be brought in ready constructed, not that it will be mobile on site. Councillors agreed to object to the design, but if it was to be permitted, asked that it should be for the duration of the owner’s personal use of the proposed structure. Neighbours objections should be taken into account. *The Clerk has made response to HDC.*
**DC/13/1613** – 1 Gorsebank Close - Fell 1 x Pine tree. Councillors agreed that there would be no objection if the tree was dead, but they would defer to the opinion of Will Jones. *The Clerk has made response to HDC.*
**DC/13/1646** - Drifters Sandy Lane - Surgery to 1 x Oak tree – to be discussed at the next Planning Committee meeting.

**DC/13/1602** – Green waste processing facility at Broadbridge Farm, Ashington. Waste to be accepted from 70,000 homes with 56 lorry movements per day. HDC website advised that the decision had been delegated to the Planning Officer with a decision date of 13th September. Cllr Britt advised that a previous application was withdrawn following strong objections from HDC with regards to the Countryside location and the effect on the amenity of residents with regards to traffic movements. The Clerk has asked WSCC to send the plans and will place on the Agenda for 16th Sept.
**(REFERENCE: EN010032) Rampion Offshore Wind Farm–** hearings and site visits to take place – as per link e-mailed 22.08.13.

**13.89.2.** Enforcement

**SDNP/13/00329/COU** - Kia Garage – John Attfield has visited twice and sent a letter stating that action will be taken under a previous enforcement notice if cars are not moved from the verge (22.08.13). SDNPA advise that a Ranger and Ecologist will visit to assess the verge. Also reported again to WSCC Highways.

**13.89.3.** Appeals

APP/Z3825/D/13/2200409 – Lupin Cottage, Hampers Lane - proposed two storey extension and alterations –

DISMISSED – due to height and bulk, unsuitability for a small plot, overlooking and impact upon neighbouring properties. Cllr Beglan reported high scaffolding being erected around the property.

**13.89.4.** Decision notices
**DC/13/0609** RMC Reserved matters – APPROVED – circulated 27.08.13. Cllr Beglan concerned regarding the fence that will be erected, it is not suitable for the countryside and the access onto Sandy Lane were not part of what was being approved.

**13.89.5.** Neighbourhood Plan
An application to designate the NDP area has been submitted to HDC and SDNPA. The anticipated consultation period is 9th September to 21st October, with a public meeting due late October or early November.The first meeting of the Steering Committee will take place 10th September. The Clerk asked Councillors to consider delegating the power to make decisions to members of the Steering Group Committee. Cllr Beglan made a proposal for delegated decision making, provided all information is circulated and that Committee members will not make decisions on contentious issues without reference to full council. Seconded by Cllr Milner-Gulland. Vote taken – one abstention, all others voted in favour.

**13.89.6.** Transport – Councillors had expressed grave concern that issues were not being progressed despite promises. Cllr Montyn, WSCC had responded by advising that all issues were on the CLC list and would be dealt with in time.

A24 Bus Crossing Point - waiting for a feasibility WSCC study.

Newhouse Lane / Rock Road – waiting for removal of a tree

A283 Pedestrian Crossing Point – waiting for a VAS to be installed. Cllr Beglan was particularly concerned that the installation of a VAS had been agreed. Cllr Arculus suggested that Councillors ask for VAS to be on the agenda for next CLC meeting. *Following the meeting the Clerk provided information in order that Cllr Britt could ask for the VAS to be on the agenda.*

Flooding at the bottom of school hill – waiting for flooding to be resolved and water redirected.

Traffic Speed survey, Old London Road – waiting for analysis and recommendations.

Grants available - SDNPA will have £5m to spendon cycle path projects- the scheme will focus on improving access to the National Park from major rail stations. There will also be 34 miles of new routes. A member of the public has suggested improving the bridleway through Washington to allow a cycle link between Storrington and Steyning. Cllr Arculus advised that the money has already been allocated and suggested that Washington PC asks why they were not consulted.

**13.90. Approval of Payments to be made by the Parish Council and receive budget update**

**13.90.1.** Total Bank Balance @ 27.08.13 = £53,337.00 (including £10,000 Lloyds and £5,000 Nationwide investments).

**13.90.2.** The following cheques were approved:

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| Clerk’s Salary for August (net)  | 1999 | £808.52 |
| Office / Clerk’s Expenses for August include:Stationery and printer cartridges - £44.70Travel £25.20, electricity £7, Wild daffodil bulbs £22.34 | 1999 | £99.24 |
| D Flynn – grounds maintenance – mowing and hedge cutting, 4th, 10th and 11th July £510+VAT | 2000 | £612.00 |
| Vision ICT Website provision £200+VAT | 2001 | £240.00 |
| Rospa Inspection Report £83.00+VAT | 2002 | £99.60 |
| Buckingham Nurseries, 50 Blackthorn bare root stock.  | 2003 | £51.95 |
| RSS Playmakers – replacement swing seat £58.00+VAT and delivery – invoice not yet received |  | £81.60 |
| SCS Phone bill – August invoice not yet received | 2004 | Max £50.00 |

**13.90.3.** Budget update – review of actual spending against budget circulated prior to the meeting. The Clerk explained any unexpected figures.

The Clerk will reclaim VAT at end of September, following a few larger payments.

**13.91. To receive items of Correspondence**

1. RSN E-bulletin forwarded to Cllr Britt 07.08.13

2. RSN E-bulletin forwarded to Cllr Britt 12.08.13

3. HDC Member’s E-bulletin forwarded to Cllr Heeley 12.08.13

4. RSN Rural Vulnerability Service E-bulletin forwarded to Cllr Britt 14.08.13

5. RSN e-mail asking PC’s to support a petition for an improved financial settlement for rural communities – e-mail circulated 14.08.13. Clerk will bring petition to the meeting.
6. Consultation on Southern Water Business Plan – circulated 15.08.13

7. RSPB invitation regarding Futurescape project to protect landscapes for wildlife – circulated 19.08.13

8. RSN E-bulletin forwarded to Cllr Britt 19.08.13

9. HDC Member’s E-bulletin forwarded to Cllr Heeley 19.08.13

10. HDC Parish Consultation on Contributions for open space, sport and recreation facilities – e-mail circulated 20.08.13

11. Rural Services Network E-bulletin forwarded to Cllr Britt – 22.08.13

12. Sussex Police – invite to partners meeting 9th September Southwater – e-mail circulated 27.08.13

13. Rural Services Network E-bulletin forwarded to Cllr Britt – 27.08.13

14. Rural Services Network E-bulleting forwarded to Cllr Britt – 02.09.13
15. HDC Members E-bulletin forwarded to Cllr Heeley – 02.09.13

**13.92. To consider and report local issues, including Maintenance**
13.92.1. Tea Room Committee and VHMC – the Clerk had sent a letter requesting commitment to opening or consideration of dissolution of the lease. A response from the Tea Room Committee had been circulated. The Committee has asked to be given time to remove the assets from the kitchen before returning the keys. Cllr Britt reminded members that the PC had granted a lease for a community initiative, but lack of opening prevented income from being generated. Volunteers had not come forward.

**The meeting was adjourned to allow members of the public to speak**

Clarification on the lease agreement was requested along with an indication on when services would be paid for.

There was discussion regarding whether the hall was blocked for use. Village SOS were no longer involved after the end of the first year, but the TRC would like to return funds to them.

Cllr Britt (due to Clerk’s absence on annual leave) will ask the solicitor if the Parish Council, as landlord, can approach Village SOS with regard to saving the assets for community use. Village SOS will be contacted to ask if the assets must be returned and could the Parish Council legally secure that facility. Councillors were sorry that it had not proved successful, but hoped that some good would come of it. Councillors had tried to work for the benefit of everyone, it was a community initiative that needed supporting, in future they may not be able to recommend such a project.

Debts for services (approx. £450) will need to be repaid to the VHMC, who wish for an amicable solution. Liabilities should be honoured before assets are removed.
Councillors agreed to the following actions:

* The Clerk will contact the Solicitor with regards to dissolving the lease and mention monies outstanding and consult him on the ring fencing of assets by means of securing the property.
* Cllr Britt will contact Village SOS, on behalf of Washington Parish Council, to ask what is the position regarding assets that could benefit the community.
* The Clerk will contact the TRC to ask them not to remove assets until legal advice has been sought. They are a Community Interest Company, if they dissolve, any assets should go to the community according to advice.
Cllr Britt confirmed that the VHMC would have use of the small hall from the date of the meeting.

**The meeting was reconvened**

**13.92.2.** Abandoned caravan in Sandhill Lane – the Clerk has sent photos and asked WSCC to remove.
Following Clerk’s complaints to WSCC regarding overgrown footpath alongside A24, Tim Boxall has phoned back to confirm that it is on the ‘to-do’ list.Cllr Thomas reported that the fence around the RMC site had been cut allowing access from Hampers Lane. The Clerk will ask Developers to ensure the site is secure.Cllr Dore reported that the hedge by Swallows End needed cutting and that the tree at the end of Chanctonbury Close might need monitoring by HDC.

**13.93. Reports and recommendations from Committees**

**13.93.1.** Open Spaces, Recreation and Allotments Committee

Blackthorn bare root stock has been ordered for the back of the allotments. Washington Scarlet saplings will be grafted in the autumn. Wild daffodil bulbs will be planted in the Graveyard. Members wait for WSCC to redirect the flood water from the bottom of School Hill to the allotment field. Cllr Jennings has kindly moved the Jubilee tree to its correct location. The Rospa report has been received and the Clerk has undertaken recommended actions. A complaint was received recently from a member of the public, following cricket balls landing into the children’s play area, road and neighbour’s gardens. The Cricket Club had not dealt with the complaint in the manner that the Parish Council would have expected. The Clerk has requested a copy of a Risk Assessment and Complaints Procedure before the commencement of next season and bookings will be made directly with the Clerk. FH advises that the Muga panels and the wood that they fix to will need replacing shortly.
Committee members considered a memorial to Cllr Frank Wilkinson and agreed that they would suggest to Full Council that a memorial plaque be placed inside the Small Hall. Cllr Whyberd proposed a plaque to Cllr Wilkinson, seconded by Cllr Dore – carried unanimously. The Clerk will obtain quotes.

**13.93.2.** Planning and Transport Committee

**DC/13/0609** RMC Reserved matters – Cllr Britt read an objection statement at the Development Control Meeting. The application was approved. 20.08.13.
**DC/13/1427** - Wild Thyme Gorse Bank Close - Rear single storey extension, front garage extension and new pitched roof and 2 dormer windows to garage. Councillors agreed that they were concerned regarding potential overlooking, but did not object to the proposal otherwise.

**DC/13/1434** - Sevenoaks Sanctuary Lane - Surgery to 1 x Oak tree. Members agreed that they had no objection, but would defer to the opinion of HDC Tree Officer, Will Jones.

**SDNP/13/00329/COU** - Kia Garage – John Attfield had visited and asked for cars to be removed from the verge. He will serve a notice if there is no improvement.
The HDC draft Planning Framework document is now out to public consultation.

Newsletter – next date for copy will be October, to allow for information regarding the NDP process.

**13.94. Reports on Meetings and notice of forthcoming meetings**

Staff Appraisal for the Clerk – date to be set
Chanctonbury Local Committee meeting – 7.00pm, 11th September - Cllr Horwood will attend.
Community Safety Advisory Group – Young Rural Drivers – 1.00pm Wednesday 4th September, Southwater.

**13.95. Items for the next agenda**

Cllr Horwood reminded members that they should be clear prior to the Steering Committee meeting, who would like to be on the committee and which focus groups they would be interested in.

**13.96. Date and Time of next meetings:**

Committees – 16th September

Full Council – 7th October

The meeting closed at 9.20pm

Signed: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Date: . . . . . . . . . . . .

Chairman